

## CONDUCT OF PERSONNEL AND SAFETY

The following rules deal with the conduct of personnel on duty and safety in performing tasks and handling equipment.

### GENERAL RULES OF CONDUCT

**Rule 600. To Whom Personnel Report.** Personnel whose duties are prescribed by these rules will report to and comply with instructions from supervisors, and others having the proper jurisdiction. They will comply with instructions issued by officers of the various branches of service when applicable to their duties.

**Rule 601. Games, Reading.** While on duty, personnel must not play games or read magazines, newspapers, or other literature not related to their duties. They must not use radios, tape recorders or players, or television sets other than those provided by the government.

**Rule 602. Sleeping.** Personnel must not sleep while on duty. Personnel who are in a reclined position with eyes closed will be considered in violation of this rule.

**Rule 604. Duty-Reporting or Absence.** Personnel must report for duty at the designated time and place.

They must devote themselves exclusively to the government's service while on duty. They must not be absent from duty, exchange duties, or substitute others in their place without proper authority.

**Rule 607. Conduct.** Personnel must not be careless of the safety of themselves or others, negligent, insubordinate, dishonest, immoral, or quarrelsome.

**Rule 608. Altercation.** Personnel must not fight, play practical jokes, scuffle, or wrestle while on duty.

**Rule 609. Care of Property.** Personnel are responsible for the proper care and use of government property entrusted to them. Upon demand by proper authority, they must return such property. Only personnel who are issued switch keys are authorized to use such keys in the proper performance of their duties. Personnel must not use government property for their personal use.

**Rule 610. Not Permitted on Equipment.** Unauthorized persons are not permitted to be on trains, engines, or cars.

**Rule 611. Altering Equipment.** Personnel must not alter, nullify, change the design of, or in any manner restrict or interfere with the normal intended function of any device or equipment on locomotives, cars, or other railroad property without proper authority except in case of emergency. All emergencies must be reported to the proper officer.

**Rule 612. Clean Premises.** Railroad premises must be kept in a clean, orderly, and safe condition. Railroad buildings, facilities, or equipment must not be marred or defaced. Only information which is authorized by the proper officer or required by law may be posted in or on railroad property.

**Rule 615. Divulging Information.** Personnel who are charged with the writing, handling, and custody of correspondence, reports, books, bills of lading, waybills, tickets, or statistics of the railroad must not, under any circumstances, permit unauthorized persons access to these items. They must not verbally or otherwise divulge any of the information contained therein.

**Rule 616. Hazardous Materials.** Personnel who handle hazardous materials must have a copy of the instructions or regulations for handling them. They must be familiar with the instructions and comply with them.

**Rule 617. Fire.** Every precaution must be taken to prevent loss and damage by fire. The presence of fire on or near the right of way must be reported promptly to the train dispatcher unless such fires are being controlled. If there is danger of fire spreading to a bridge or other structure, trains must be stopped and members of the crew must assist in extinguishing fire. The cause of fire must be determined and promptly reported. The conductor must notify the engineer and the train dispatcher promptly of fires which may have been started by their train.

**Rule 618. Defective Equipment.** Personnel must ensure that equipment and tools used are not defective. Defective tools must not be used until they are made safe. Personnel must report defects to the proper authority.

**Rule 619. Avoiding Delays.** Trains and engines must be operated expeditiously, with consistent observance of safety and rules. Unnecessary delays must be avoided. When practicable, train or engine crews desiring to stop train to eat must notify the train dispatcher at least one hour and thirty minutes in advance. The stop for a meal must not unnecessarily interfere with or delay other trains.

**Rule 620. Riding Engine.** When possible, crew members on the head end of freight trains must ride in the control compartment of the engine if there are not more than six people riding. When the conductor is riding the head end, he will ride in the control compartment.

**Rule 621. Furnishing Information.** Personnel must not withhold information. They must give all the facts regarding irregularities, accidents, personal injuries, or rule violations to those authorized to receive such information.

**Rule 622. Safety Rules.** Personnel must be familiar with the rules and comply with them.

**Rule 623. Air Brakes—Train Handling.** Personnel whose duties are affected by the operation of air brakes must have a copy of rules and instructions for the operation of air brakes and train handling. They must be familiar with and obey such rules and instructions.

**Rule 626. Repairs to Foreign Cars.** Report repairs made to foreign cars on the prescribed form.

**Rule 627. Inspection of Freight Cars.** Where personnel are not on duty to inspect freight cars, each car placed in the train maybe moved after receiving safety inspection as follows:

- A freight car with any defect that makes it unsafe for movement shall be corrected or set out of the train.
- Cars must be checked for leaning or listing to side; sagging; improper positioning on truck; anything hanging or dragging from car or extending from side; insecurely attached doors; broken or missing safety appliance; lading leaking from a placarded hazardous material car; insecure coupling device; overheated wheel or journal; broken or cracked wheel; brake that fails to release; or any apparent hazard likely to cause an accident.
- Open top loads, including trailers and containers on flatcars, must be safely loaded.
- Where width or height appears close to clearance lines, ensure that the movement has been cleared with the proper authority.
- A freight car with three bad order tags indicating that the car is safe to move maybe handled to nearest repair point. The conductor will remove one bad order tag from the side having two tags so that he will have written information relative to the restrictions. After removing the bad order tag, he will inform other crew members of such restrictions.

**Rule 627(A). Overheated Wheels.** If overheated wheels are found on a train, the train must be stopped and held at least 10 minutes to allow the heat to equalize through the wheel.

**Rule 628. Flat Spots.** Equipment with a wheel having a flat spot more than 2 1/2 inches long or adjoining flat spots 2 inches long must not be moved in excess of 10 mph. If such equipment is in a train, it must be set out at the first available point.

**Rule 629. Dump Doors.** Dump doors on cars must be closed after load is dumped. If necessary to move cars short distances with dump doors open, personnel must ensure that the doors and chains can clear tracks and crossings.

**Rule 630. Excessive Dimension Loads.** Excessive dimension loads should be placed on or near the head end of trains. Instructions will be issued when excessive dimension loads are to be handled in train when clearance of structures is extremely close. A train must stop before passing such structures and movement should be made only on hand signals or verbal communication. If an excessive dimension load is in a train where the clearance at any structure or equipment on an adjacent track is questionable, and no instructions have been issued regarding the handling of such a car, the conductor will immediately notify the train dispatcher. He must take necessary action to ensure safety of movement.

**Rule 631. Open Top Loads.** Open top cars and open top TOFC loaded with poles, rail, lumber, pipe, or other commodities having any of the lading extending above the car or trailer ends which may shift and protrude

beyond the car ends, must not be placed in trains next to engines, cabooses, occupied outfit cars, passenger cars, shipments of automotive vehicles and machinery that are not fully enclosed, loads placarded "Explosives A" or "Poison Gas," or any placarded loaded tank car, except those placarded "Combustible."

**Rule 632. Shipments Susceptible to Damage.**

Shipments with painted or finished surfaces that are susceptible to damage, such as automobiles, trucks, tractors, combines, and other similar equipment or machinery, must not be placed closer than the fifth car behind open top cars loaded with commodities such as coal, sand, gravel, lime, or soda ash, which are subject to wind, vapor, or fume action on adjacent cars. They may be placed closer than the fifth car when such commodities are loaded in cars that fully enclose the shipments, or the shipment is otherwise fully covered.

Multi-level shipments of automotive equipment or open top cars loaded with sand, gravel, lime, soda ash, and so forth, which are subject to wind, vapor, or fume action, in other than solid trains must not be placed immediately ahead of cabooses.

**Rule 633. Engine Operation.** The engineer is responsible for the safe and efficient operation of the engine in his charge. All persons employed on the engine must obey the engineer's instructions with regard to the operation of the engine. The fireman or engineer trainee may handle the engine under the close supervision of the engineer. The engineer must determine if any cars or units in the train require special handling by checking with the conductor.

**Rule 634. Engines Coupled to Equipment.** Engines coupled to equipment which includes occupied passenger cars must not be left without an authorized person in charge.

**Rule 636. Separating Units.** Units of engines must not be separated until all cables, air hoses, steam connections, and other connections have been disconnected.

**Rule 637. Accuracy of Speed Indicators.** Engineers must verify the accuracy of speed indicators at least twice during each trip. The first check must be made at the first opportunity after the engineer takes charge of the engine. When the speed indicator is not accurate to within 3 mph plus or minus, report any variance to the train dispatcher at the first opportunity.

**Rule 638. Stopped in Tunnels.** When an engine is stopped in a tunnel under conditions preventing prompt movement, diesel engines and steam generators must be shut down promptly and air brakes must be fully applied. Also, hand brakes must be applied throughout the train to prevent movement should airbrakes leak off.

Local conditions must be carefully considered. There may be situations where the exhaust gases are being carried away from the train by air currents, or where proximity to a tunnel opening would make it unnecessary to shut down these engines. Safety of passengers and crew members is the first priority.

**Rule 639. Gases and Exhausts in Tunnels.** An excess concentration of dangerous gases present in exhausts



from various types of engines, steam generators, or engines of the Waukesha or similar type may cause incapacities or fatalities. This could result when a train is stopped in a tunnel. Exhaust from such engines must not be located in close proximity to fresh air intake of passenger cars. Where such engines are operated, ensure that proper ventilation is provided at all times.

In the event that a passenger train is stopped in a tunnel, regardless of the type of power being used, cars within the tunnel must shut off air circulating systems, including air-conditioning systems, ice machines, and engine generators. They must close fresh air intake shutters and shut off blower fans. The same action must be taken when a passenger train is stopped in deep snow and exhaust gases cannot dissipate. Certain gases are not readily detected by odors so immediate action must be taken. Do not waste time in deciding when the train may be started; take the safe course and act at once. The train dispatcher should be notified immediately and proper arrangements made to protect persons and equipment.

**Rule 640. Reporting Engine Defects.** The engineer will report any defect of the engine on the form provided for that purpose. He will also notify the relieving engineer.

**Rule 641. Agents.** Station agents are under the direction of the superintendent and trainmaster. They have general supervision over all persons at their respective stations. They are responsible for efficient and economical operation of the station, and for keeping the premises neat and clean. They have jurisdiction

over the buildings and other government property at their station.

**Rule 642. Operators.** Operators are under the direction of the train dispatcher insofar as their duties are concerned in the handling of train orders, lineups, the movement of trains, and any other instructions issued by the train dispatcher.

## **PERSONAL INJURIES AND ACCIDENTS**

**Rule 800. Care for Injured.** When passengers or personnel are injured, everything possible must be done for their proper care.

**Rule 801. Deceased.** In case of death on a train, the body should be left at the first station where the services of an undertaker are available unless otherwise directed by civil authorities.

In case of death on government property, or when a corpse is found on government property, the body must receive proper care and, when necessary, be moved to a proper place to provide a clear passage for trains. After the exact position in which the body was found and the surrounding conditions have been carefully noted, it must be left in charge of a unit member or other responsible person.

**Rule 801(A). Safety.** Personnel must report the full details of all personal injuries to the proper supervisory officer. Personnel must be suitably dressed to perform all duties safely. Wearing shorts or working without a shirt is prohibited. Shirts must cover the back, shoulders, chest and abdomen. Excessively oily, greasy, torn, loose, or frayed clothing is not permitted.

Shoes with excessively thin or loose soles will not be worn.

Personnel working on or about tracks, and others who are subject to foot injuries by the nature of their duties regardless of location, must wear substantial (preferably leather) shoe or boot-type footwear in good repair. Footwear must cover the entire foot, and have a defined heel of not more than 1 1/2 inches in height. High-top (6 inches or more), laced safety shoes are recommended. Personnel wearing buckle-type boots or overshoes must keep buckles of such footwear securely fastened. Lace-type footwear must be properly laced and tied.

Personnel working on or about moving equipment or machinery with moving parts, or in areas where open fires or sparks may be present, must keep their hair cut. Hair must also be protected to avoid the possibility of it becoming entangled, enmeshed, or burned. Hair must not interfere with a person's vision, or the proper fitting of required personal protective equipment. Personnel must not wear ear coverings or devices which seriously interfere with their hearing.

The operator or person in charge must advise occupants of highway motor vehicles and certain rail equipment that safety belts must be used on equipment when available. Personnel using or operating government equipment and highway motor vehicle are governed by all pertinent regulations and instructions. Scuffling, horseplay, practical jokes, and all similar conduct is prohibited while on duty or on government property. Personnel must use normally

accepted and designated paths, walkways, or routes in going to, from, and within yards, shops, stations, buildings, and other places of employment. "Short-cuts" are prohibited. While walking, look in the direction of movement and stay clear of holes, openings, or other slip, trip, or fall hazards. If it is necessary to look away from the direction of movement, stop while doing so. If another route is available, do not walk through smoke or escaping steam which obscures vision. Trespassing on government property is prohibited. Personnel must use reasonable means to prevent it; however, personnel are not expected to endanger themselves in complying with this rule.

Boards with protruding nails, rail, ties, couplers, knuckles, scrap, ballast mounds, and other underfoot obstructions must be promptly removed from the premises where personnel walk or work. Aisleways, walkways, steps, and driveways must be kept free of debris, tools, equipment, and other material. Trash and refuse must be placed in containers and not thrown on the floors of buildings or strewn about the premises. Holes left in and around tracks or buildings must be adequately covered or protected by proper barricades and warning lights. Manholes and pit entrance openings must be protected when open, and they must be closed immediately after the work is finished. Jumping across locomotive pits or other open pit areas is prohibited. Getting on or off moving turntables, transfer cables, elevators, drawbridges, shop trucks, tractors, or highway vehicles is prohibited.

The use of gasoline or other highly flammable liquids for cleaning purposes, or to start or stimulate fires is

prohibited. Smoking or having open flames or oil-burning lanterns is prohibited—

- In enginerooms of locomotives, cranes, or derricks that are equipped with internal combustion engines.
- Around diesel oil, gasoline, or LP gas fueling stations or storage facilities.
- While servicing or inspecting batteries.
- While fueling locomotives, vehicles, or machines.
- While in or near manhole, sewer, tank, or tunnels, where flammable gases may be present.

Fueling vehicles or machines with engine running is prohibited as well as using compressed air or gases to clean dust or other debris from the body or from clothing. Admitting compressed air or gases to non-pressure (vacuum) vessel or tank is prohibited.

Crossing over between locomotives or cars except when necessary in the performance of duty is prohibited. Stepping on cut levers, couplers, or other movable parts is prohibited. Personnel must not crawl under locomotives or cars except when working on such equipment, and then only when proper protection is provided.

Personnel are prohibited from using the anglecock to control the movement of locomotives and cars except where it is absolutely necessary. Back-up hoses, hand signals, radios, or speakers should be used in controlling moves to be made. The use of equipment machinery, power tools, or appliances of any kind by unauthorized or unqualified persons is prohibited. Be sure that no one is in a position to be injured before

operating valves, controls, or switches on machinery which could activate component parts that could cause injury. Before using tools, appliances, machines, vehicles, or other equipment, personnel must be sure that they are in safe condition. Defective items must be repaired or removed from service promptly.

Personnel are prohibited from riding on locomotives, freight cars, motor, hand, push cars, or any work equipment except when necessary to perform their duties. Standing on improvised scaffolds or supports made of boxes, barrels, and chairs is prohibited; only equipment approved for that purpose may be used. Standing near cables, ropes, or chains that are under tension or being pulled, or standing in the path of or under a load, bucket, or magnet of hoisting equipment is prohibited.

Do not throw or drop anything from locomotives, cabooses, passenger or freight cars, trucks, wharves, scaffolding, or any higher levels, without first making sure that no one is in a position to be injured. Refuse materials must be placed in proper containers or other designated locations.

Personnel passing cutting or welding operations where goggles or shields are required are prohibited from facing or watching such operations without proper eye protection.

Operating any type of internal combustion engine in an enclosed space without adequate ventilation is prohibited. Before removing valves, caps, plugs, or other parts subject to pressure from boilers, reservoirs, tanks or other pressure vessels, the relief valves must

be opened and the pressure completely exhausted. Personnel are prohibited from passing over or under safety valves or automatic blow-down valves on stationary boilers or steam generators under pressure.

The use of a metallic tape line of any kind, wire, wet rope, or other conductive materials to measure the height of any wire or the distance between wires or other electrical conductors is prohibited. Persons using portable telephones must be cautious when making connections to communications lines. They must ensure that connections are not made to power or signal lines, which may be located on the same pole.

Care must be used when handling materials shipped in metal drums, such as, but not limited to, metal preservatives, carbolineum, creosote, cold patch asphalt, and so forth. When necessary to remove the bungs from metal drums containing these or other gaseous products, keep all parts of the body away from the products. The bungs must be screwed out slowly to allow pressure to escape before the bung is removed. The drum must be positioned so that the opening is not blocked by material in the drum while the bung is being removed. The heating of any of these materials is prohibited except when authorized by special instructions, and then it must be done under direct supervision, in an open container, or in a drum from which the entire head has been removed. Care must be taken to see that there is no accumulation of gas or fumes.

Persons working around electrical equipment must not use metal cased flashlights or lanterns. They should not wear rings, wrist watches, or other metal apparel that could come in contact with energized

equipment. Rings, bracelets, or necklaces must not be worn in areas where they could create a snagging hazard to personnel working near machinery, getting on and off equipment, or handling materials. When getting off of equipment or ladders, examine landing areas before stepping down and retain a handhold until the foot can be properly placed to avoid sprains, falling, or turning ankles.

Metal contact must be maintained between metal containers while gasoline or other highly flammable liquids are being poured from one to another to prevent fires or explosions from sparks or static electricity. Where direct contact cannot be maintained, a wire with suitable connectors or clips must be used for this purpose. Gasoline or other highly flammable liquids must not be carried or stored in buses, automobiles, or in truck cabs. When necessary to carry a reserve supply of gasoline on trucks, approved containers must be used. Containers must not be carried in enclosed spaces, and must be protected from impact.

**Rule 801(B). Personal Protective Equipment.** All personnel must wear approved eye protection when performing work hazardous to the eyes or when in the vicinity of such work. Some of the principal job functions requiring eye protection are—

- Chipping, cutting, or caulking metal.
- Breaking or cutting concrete, stone, or asphalt.
- Striking, or striking with, hardened tools and fastenings.
- Cutting rivets, bolts, or cotter keys, splitting nuts, and so forth.



- Driving, bucking, sticking, or heating rivets.
- Scaling, scraping, or removing welding flux.
- Using power-activated impact tools.
- Using tools powered by explosive charges.
- Machining steel, cast iron, brass, or bronze.
- Boring, drilling, or reaming.
- Operating woodworking machines.
- Operating adzing machines.
- Operating power rail saws, grinders, or drills.
- Using or dressing grinding wheels.
- Hammering testing tanks.
- Blowing or cleaning with compressed air or steam.
- Sandblasting.
- Spraying paint or cleaning agents.
- Pouring or handling molten metal.
- Handling acids or other chemical solutions, and servicing or charging refrigeration equipment.
- Handling or servicing storage batteries.
- Tending open furnaces and boiler fires.
- Electric or gas welding or cutting.
- Using tools to break frozen ground, grave cinders, ballast, and so forth.
- Working in areas where heavy dust conditions exist.

- Performing any other work which the supervisor determines is hazardous to the eyes and performing duties in areas where mandatory eyewear programs are in effect.

When safety equipment such as, but not limited to, hard hats, protective clothing, gloves, guards, masks, respirators, or eye and hearing protection are required in specified areas for certain job functions, such safety equipment must be used by all persons affected. Personnel are responsible for keeping all protective equipment issued to them in good order and properly fitted. They must replace it as required to maintain intended protection. Hard hat shells can be seriously weakened by the application of brush or spray type paints, or other materials including insect repellents which contain solvents or hydrocarbons. Therefore, such materials must not be used on hard hats. Drilling or cutting holes in hard hat shells is prohibited. Face shields shall not be used alone as a substitute for goggles and spectacles should not be used for eye protection.

**Rule 801(C). On or About Tracks.** Personnel on or about tracks must always be alert to keep out of danger and use care to avoid injury to themselves and others. Nothing in these rules should be interpreted as relieving any person from performing his full duty in this respect. Expect movement of equipment on any track, at any time, in either direction. Always look in both directions before crossing or getting close to any track. Crossing tracks immediately in front of moving trains, locomotives, or cars is prohibited. When crossing tracks near standing equipment, always allow

enough room to avoid injury in case of sudden or unexpected movement.

Personnel on or about any tracks, whether in the open, in shops, on bridges, or in tunnels, must move to a place of safety upon the approach of rolling equipment on the track where they are working or on an adjacent track. Personnel must always position themselves at a safe distance from moving equipment, and be alert for falling or protruding equipment. All machines being operated close enough to any track to be struck by rolling equipment must be moved to a place of safety upon the approach of a train or other moving equipment, and must remain in the clear until the moving equipment has passed.

When not in use, on-track equipment and machines must be secured to prevent fouling of adjacent tracks. Such equipment must be secured clear of all tracks when it is placed along right-of-way. In addition to these safety rules, supervisors must provide necessary protection for their personnel according to operating rules.

Personnel are prohibited from being on rails, ties, or any other part of track structure, except when performing duties, or when going to or from work. In this case, they must be sufficiently protected to ensure their safety. Stepping or walking on rail, derail, frog, switch, interlocking equipment, retarder, loose wheel detectors, or defective equipment detectors is prohibited. Keep hands and feet clear of power switches, derails, and retarders. Obtain permission from the person controlling such equipment and take necessary

precautions to prevent undesired movement before performing any work on them.

Personnel should observe moving trains for dangerous conditions such as overheated journals or shifted lading. If the train crew cannot be alerted by radio or stop signals, the train dispatcher should be notified immediately. Sitting on footboards or steps of locomotives, or leaning against standing locomotives, cars, or other equipment subject to unexpected movement is prohibited. Care must be used in opening or closing car doors to avoid catching hands in door facings or latches, or being injured by unexpected movement or displacement of doors.

**Rule 801(D). Track Cars and Work Equipment.** When starting motors which must be cranked by hand, lift on the crank with fingers and thumb on same side of the handle and keep body as far away as possible, clear of crank movement. When starting self-propelled equipment by pushing, push from the rear when possible. If necessary to push from the side, personnel must use care to keep feet away from wheels. Such equipment must not be pulled by hand.

Personnel must not ride on cars being towed unless cars are equipped with hand brakes, handholds, and sill steps. Personnel riding on a motor car or trailer must be seated while the car is in motion and must not obstruct the operator's view. All occupants must keep a vigilant lookout in both directions. Personnel must not sit with their feet between cars that are coupled together, nor use their feet against rails, ties, and so forth, to stop cars. Personnel must not ride on footboards of locomotive cranes. Personnel must not get

on or off motor cars while they are in motion, except when necessary to start cars or to assist cars on a grade. This rule does not apply to hump motor cars when picking up and letting personnel off; however, when this is done, the speed must not exceed 4 mph.

Motor cars, trucks, and trailers must not be overloaded. Tools, materials, supplies, and so forth, must be secured so they will not injure personnel, fall off, or prevent the operation of required warning devices. Trailers, motor cars, burro cranes, or other units of on-track work equipment shall not be coupled together except by standard equipment couplings. Trailers shall be pulled rather than pushed when possible. Operators and occupants of motor cars must watch for obstructions on rails or in flangeways of frogs, switches, and crossings.

When shipping a track motor car or other gasoline-operated machine by train or truck service, the gasoline tank and carburetor must be drained. All torpedoes, fusees, and other combustible materials must be removed before shipment is made.

When reversing the movement of maintenance-of-way self-propelled equipment, the operator must know that all personnel are in the clear. He will blow three short blasts on the horn before reversing the movement. If the horn is inoperative, or the machine is not equipped with a horn, the operator must not move the machine until he knows that all personnel are in the clear before reversing direction of movement. When personnel must work closer than 10 feet from the rear of such a machine, the operator must be notified.

**Rule 801(E). Getting On or Off Equipment.** Getting on or off moving equipment is prohibited, except when performing duties. Personnel must not get on or off, nor ride the side of a moving flatcar unless the car is equipped with vertical grab irons. Personnel must not get on or off moving locomotives or cars when the speed is not safe for mounting or dismounting. When getting on or off equipment, personnel must face the equipment and have secure handhold and footing. They must watch for equipment on adjacent tracks, close clearances, obstructions, irregularities, or openings on the ground. Personnel should get on or off on the side away from the main track or close clearance when conditions permit.

Personnel must not get on or off equipment while it is being coupled. Getting on or off equipment while carrying anything that will prevent a secure handhold or otherwise interfere with safe movement is prohibited. Personnel must get on or off the trailing end of rear cars if possible. When getting on or off any car other than the rear car, use the leading end of the car to be mounted or dismounted, when possible. Personnel must not stand in front of approaching equipment to board it. When getting on or off equipment, grab irons and steps must be used. Jumping off end sills or swinging up or down between two cars or other equipment with a hand on each one is prohibited. Before attempting to board equipment with bad order shop card attached, personnel will determine why it was shipped and avoid using any defective parts.

**Rule 801(F). On Locomotives and Cars.** When on cabooses, cars, or locomotives, personnel must use care

to avoid injury from slack action or from sudden starts or stops. In cabooses or locomotives, they must remain seated when duties permit, and wear seat belts when provided. Personnel will not ride footboards of an engine.

Train and engine service personnel must not occupy the roof of a car or caboose under any circumstances. Train and engine service personnel and other personnel whose duties require them to occupy the roof of an engine, car, or caboose may do so only while equipment is standing.

Personnel must not position any part of the body between the sides or ends of cars and loaded rail, lumber, pipe, or other lading which is likely to shift. Standing on or placing any part of the body on top of such material is prohibited, except when absolutely necessary by personnel engaged in loading or unloading operations. Sitting on running boards of tank cars, platforms or steps of cabooses and locomotives, sides of cars, or in doorways is prohibited. Riding on cars, or steps and platforms of locomotives or cabooses without a secure hold is prohibited. Standing on top of any car near the end or sides, except when necessary while the car is undergoing repairs, is prohibited.

Do not ride between cars and locomotives unless it is positively necessary in the performance of duty. Where multi-level auto rack cars loaded with automobiles that extend beyond the end sill are being moved coupled to another car, employees are prohibited from occupying any position between the coupled cars.

Walking, standing, or sitting on the sides or ends of open-top cars is prohibited. Extreme care must be used in walking over open-top loaded equipment. Do not sit, stand, or step on hand rails, uncoupling rods or levers, couplers, brake wheels, trucks, or the movable portion of center sills.

Riding on or within the swing of raised end gate of drop-end gondola cars is prohibited. Before climbing over end gate, personnel must be sure it is securely latched. Keep hands out of openings between end gates and top angle or corner post. When a car more than 60 feet long is moving through a turnout, crossover, or close clearance, employees must not ride on that side which is next to the close clearance or any equipment on an adjacent track.

When opening, closing, or moving through locomotive or caboose doors, employees must maintain a firm hold on the knob or handle and keep hands off door edges and facings. Ascending or descending end ladders between or on leading end of moving equipment is prohibited. Use side ladders for this purpose. Jumping from one piece of equipment to another on the same or adjacent track is prohibited. While on moving equipment, personnel must maintain a lookout in the direction of movement for obstructions or close clearances along side of track. Personnel must not lean out or be on the side of equipment while passing such points.

Personnel are prohibited from going under air dump cars except when such cars are secured against dumping by chains, blocking, or other means. If necessary for personnel to stand inside dump cars, they must



stand at least two feet away from the dump car doors. They must not stand in dump cars while they are being loaded.

When unloading ballast or other material from hopper cars, or when cleaning or doing other work which makes it necessary for the car doors to be opened, ensure that all personnel understand what is to be done before latches are released and doors are opened. When entering such cars located over pits or on trestles or fills, personnel must use a safety belt, rope, or lanyard to prevent falling through hoppers. When unloading material of any kind where it is necessary to bump or jar the cars to dislodge the material, all personnel must be off the cars and in the clear before the cars are bumped. Occupation of ballast or hopper cars while such cars are being moved to unload ballast is prohibited.

Enginerooms, cabs, walkways, steps, grab irons, and other safety appliances must not be obstructed by material, supplies, or tools. They must be kept free from oil, grease, dirt, rags, and so forth.

**Rule 801(G). Operating Hand Brakes.** When operating hand brakes, take proper position on or off equipment as required by the type of brake to be operated. Have secure footing and handhold to prevent slipping, falling, strain, sprain, or injury from coupling impacts. Obtain help when brakes have been set to require excessive force to release them. Personnel are prohibited from placing their feet in the wheels of hand brakes.

Never use a brake club on a vertical wheel hand brake. Stress on horizontal brake wheel, with or

without club, shall be toward the car rather than away from it when equipment permits. Use of nonstandard brake clubs or dangerously worn standard brake clubs is prohibited.

Operate vertical wheel type brakes with one hand, applying stress by pulling upward while maintaining secure hold with the other hand. When releasing a hand brake equipped with a lever controlled release, keep all parts of body clear of moving parts. Where the use of hand brakes will be required, they must be tested before the cars are cut off or dropped by gravity. Personnel must not apply or release hand brakes on any rolling equipment being moved by a locomotive until such time as the movement comes to a stop, except when a standing test of the hand brake is not conclusive.

**Rule 801(H). Operating Switches and Derails.** When operating switches and derails, take the following precautions:

- Look for moving equipment on adjacent tracks and keep clear of it.
- See that no other personnel are in position to be injured.
- Ensure that no obstructions will interfere with proper operation.
- Obtain help for switches requiring excessive force to operate.
- Take position facing the switch or derail squarely. Avoid a twisted or awkward position.

- Ensure that switch locks and switch point locks, if any, are removed.
- Keep clear of any movement of switch parts while releasing latches.
- While lifting lever, use leg muscles, and keep back straight to avoid strain.
- Keep feet and hands clear of descending lever or ball.
- When operating a high switch stand, pull the lever toward you instead of pushing it away from you.
- Never lift or kick a switch lever with your feet.
- Ensure the switch points or derails have moved to proper position and are secured with switch latch or switch lock before movement is made.

On-track derails and switch point derails must be kept in the derailing position when not in use.

**Rule 801(I). Coupling or Uncoupling Equipment.** The practice of dropping cars by or making "flying switches" is prohibited unless no other means of getting around cars are available. Going between or in front of moving engines or cars to couple and uncouple adjust couplers, knuckles, or lock pins; or to manipulate angle cocks is prohibited. Kicking, or other use of feet to adjust couplers, knuckles, or lock pins is prohibited.

Before going between standing engines or cars to couple, uncouple, or make adjustments, observe the following guidelines:

- Have a clear understanding with all persons involved to protect against any movement of the equipment.
- Wait until slack has adjusted, paying particular attention to cushion underframe cars.
- Ensure cars are secured if they are on a grade.

While equipment is standing, see that coupling appliances, including knuckle pins, are in place and in good order, and make any necessary adjustments to ensure proper coupling. Always stand to the side rather than directly in front of equipment when adjusting knuckles or couplers. If equipment is defective, it must be reported to responsible officer. Giving signal to move while a person is between cars, locomotives, or between locomotives and cars is prohibited.

Before opening an angle cock on an uncoupled air hose, either hold the air hose or take other precautions to prevent injury from hose movement. Separating air hose by hand before angle cocks are closed is prohibited. Air hose couplings must not be struck or adjusted in any manner to stop air leaks until the angle cocks are closed on both sides of the coupling. Use uncoupling lever to uncouple. If the lever is inoperative, stop the movement, cross over, and use the uncoupling lever on other car. When cutting off equipment with the air hose coupled, keep clear of hoses and flying debris.

Before uncoupling a steam connection, be sure the valves on both sides of the joint are closed and pressure is relieved. Use caution to avoid being burned by steam, hot water, hot pipes, and fittings when handling steam connectors. Personnel must place and secure vestibule gates or bars before separating occupied passenger, baggage, mail, or express cars.

**Rule 801(J). Operating Locomotives.** The moving of locomotives by unauthorized personnel is prohibited. Personnel must not pass from one unit of a locomotive to another while locomotives are moving except when it is necessary in the proper performance of duty. When necessary to pass between moving units, safety chains and platforms must be properly positioned and train speed must be below 30 mph. Secure handholds must be maintained at all times.

Do not open manual blow-down valves on steam generators or drain cocks while crossing streets or sidewalks, passing station platforms, crossing bridges, or at other points where persons may be injured.

Do not pick up train orders or other materials from open doors of moving locomotives. Keep doors leading from the locomotive cab to the engineroom closed at all times. Provide adequate protection before removing steps from the cab to engineroom or opening the hatch cover in the cab floor. Keep locomotive side and end doors closed when the locomotive is in service.

All safety appliances, guards, equipment covers, and ceiling hatch covers must be in place and securely fastened while the locomotive is in service. Personnel must not allow their hands or other parts of their

bodies or clothing to come in contact with fans, radiator shutters, or automatic equipment. Do not place face or hands near the main generator or any high-voltage equipment while under load. Do not let locomotives stand over burning fusees, switch heaters, or other open flame. In case of fire, shut off fuel oil supply to diesel engine by operating the "Emergency Fuel Cut- Off" device, and opening the main battery switch.

Personnel are prohibited from restricting or interfering with the normal intended function of any device or equipment on locomotives as stated in Rule 611. Personnel must isolate or remove the diesel engine from the line before opening doors of high-voltage electrical cabinets. Personnel must isolate or remove the diesel engine from the line before testing or replacing fusees. If circuit breakers, other than those for lighting, are found tripped while the locomotive is in operation, the unit must be isolated or removed from the line before tripped breakers are reset.

Caution must be used to avoid striking personnel when moving locomotives about shop premises or service facilities. The bell must be ringing before moving and while passing locations where personnel may be working. Ensure that no personnel are in a position to be injured before coupling to or moving a locomotive. Before movement occurs, ensure that hoses, pipes, cables, or anything which may be connected to or leaning against locomotives are put in a safe place. Before leaving locomotives unattended, personnel must ensure that controls are positioned according to instructions, and that the locomotives are secured to prevent their movement.